

# ***Southwest Area***

## **DISPATCH STEERING COMMITTEE CHARTER**

### **ORIGIN**

The Arizona State Land Department (AZS), Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), Forest Service (FS), National Park Service (NPS), and New Mexico State Forestry (NMS), hereafter referred to as the "Agencies," have been establishing and operating joint Dispatch Centers in the Southwest since 1985. The trend is to establish fully integrated facilities and joint operations.

In 1985 the USFS hosted the first interagency meeting of Southwest Wild-land Fire Agency Dispatchers. It was agreed upon during the meeting that a joint dispatcher meetings and/or workshops would be held annually thereafter.

In 1986, Initial Attack dispatch boundaries were developed as an output of the Joint Powers Agreement (JPA). These boundaries delineated where it was appropriate for agencies to utilize each other's resources through Class II type incidents.

At the joint Fire Management Officers and Dispatchers meeting during the spring of 1987, the Interagency Dispatch Zones were established. This was a natural progression from the Initial Attack boundaries.

In 1987, the first Dispatcher's Workshop was held in Las Vegas, NV. The Workshop was hosted by the Bureau of Indian Affairs. It was during this session that an Interagency Mobilization Guide was proposed.

The need for a steering committee to identify issues and concerns and to promote interagency resolutions through appropriate channels was identified during the March 1989 Dispatcher Workshop hosted by the BLM in Santa Fe.

The Memorandum of Agreement for the Southwest Coordinating Group was signed on May 15, 1991, by the cooperating agencies of the Southwest Area.

On July 25, 1991, the Southwest Coordinating Group authorized the establishment of the Southwest Area Dispatcher Steering Committee and accepted the Charter. It was with consideration for and recognition of the above that the Southwest Area Dispatcher Steering Committee, hereafter referred to as the "Committee," was formed. The Committee is fully integrated and staffed by all of the agencies involved.

## **MISSION STATEMENT**

The mission of the Committee is to provide an interagency forum to identify and resolve issues pertaining to the dispatch function and mobilization of emergency incident resources in support of the policies and procedures of all agencies.

## **GOALS**

THE GOALS OF THE COMMITTEE ARE TO:

- Provide a forum where all field units, regardless of agency, concerns are represented.
- Facilitate information sharing between dispatch offices.
- Recommend standard dispatch and mobilization procedures.
- Represent dispatchers at selected meetings that address dispatching issues.
- Facilitate and promote a better understanding of agency specific policies and procedures between dispatch centers.
- Carry forward Southwest Area issues to the National level
- Promote technology transfer and standardization at Dispatch Centers.
- Initiate, coordinate and sponsor dispatcher training courses, workshops, and meetings

## **ORGANIZATION**

### **I. MEMBERSHIP**

#### **Steering Committee**

The Committee is comprised of agency selected Fire Dispatchers, Coordinators, and others from within the SWA Dispatch/Coordination system. These individuals are voting members and conduct Committee business. The Committee selects a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer from its membership.

- All committee members will serve a minimum of three (3) years, at which time the host agency may choose to continue with the current representation or select a new member. Each agency will select a representative to the Committee or designate a member of the committee as their representative.
- The Committee Chairperson will serve a minimum of two (2) years. To be selected as Committee Chairperson, a member must have served on the Committee for one (1) year prior to being selected.

- The Vice-Chairperson will serve a minimum of one (1) year. To be selected as Vice-Chairperson, a member must have served on the Committee for one (1) year prior to being selected.
- The Secretary will serve a minimum of one (1) year.
- The Treasurer will serve a minimum of one (1) year.

A sixty percent or greater number of active committee members must be present, either in-person or teleconference, in order to conduct voting business of the Committee. The vote of the Chairperson will be used to break any tie votes.

All lead positions on the Committee (i.e. Chairperson, Vice-Chairperson, Secretary, Sub-Committee Chairperson) are open for nomination and voting by the Committee body at the first meeting following the Annual Dispatch Workshop. Participation of all committee members is imperative to getting the work done for the committee, should individual committee members fall short of their responsibilities or are unable to participate due to time requirements, funding, etc, the Committee will work with the agency and/or liaison to the SWCG to find a replacement.

### **Committee Representation**

- 1 – Forest Service (NM)
- 1 – Forest Service (AZ)
- 1 – Forest Service (AZ or NM)
- 1 – Bureau of Land Management (NM)
- 1 – Bureau of Land Management (AZ)
- 1 – Bureau of Indian Affairs (NM)
- 1 – Bureau of Indian Affairs (AZ)
- 1 – Bureau of Indian Affairs (AZ or NM)
- 1 – State of New Mexico
- 1 – State of Arizona
- 1 – National Park Service
- 1 – Fish and Wildlife Service
- 1 – Zone Coordination Center Manager
- 1 – Southwestern Coordination Center
- 1 – Southwest Area Center Director (Liaison to the SWCG) non voting member

Agencies not wanting or unable to furnish a committee member may select an existing committee member to represent their agency's issues and concerns.

### **Sub-Committees and Working Groups**

Sub-Committees and Working Groups will be formed, as necessary, to work on specific items of the Committee. Sub-Committees are on-going functions of the Committee. Working Groups will be dissolved when no longer needed, as decided by

the Chairperson. The Committee Chairperson will assign a Lead for each Sub-Committee and/or Working Group. The sub-Committee Lead will serve a minimum of one (1) year or at the discretion of the Chairperson.

### **Sub-Committees**

#### **1. Training**

##### **Goals:**

1. To ensure that dispatch training needs are met in the Southwest Area

##### **Objectives:**

1. Facilitate a website where dispatch training is defined, needed training is received and dispatch trainings being offered are posted.
2. Work with the training coordinator for the Southwest Area to determine dispatch training needs in the Southwest Area
3. Review course candidate selections to ensure pre requisites are met and assist with selections for advanced courses.

#### **2. Dispatch Workshop**

##### **Goals:**

1. To ensure that the Dispatch Workshop is an educational and informative experience for attendees.
2. To provide a forum where all field unit's, regardless of agency, concerns are represented

##### **Objectives:**

1. Committee members assume specific duties and tasks for the workshop.

Location and Facilities

Agenda and Speakers

Registration

Banquet and Awards

Auction and Door Prizes

Vendors

Pictures and Power-points

Agency Break out sessions

2. Ensure that current dispatch issues for all agencies are addressed during the annual workshop

### 3. Technology Transfer

#### Goals:

1. To ensure that dispatch issues, news and training is received and disseminated to dispatch organizations and personnel in the Southwest Area.

#### Examples:

Interagency Mergers

I.T. concerns with programs and security

Interagency access to computers and agency specific programs

Frequency management issues with mergers

Interagency use of programs such as IQCS, ROSS, I-Suites

#### Objectives:

1. Facilitate a website where dispatch issues, dispatch training, news and notes can be received, reviewed and disseminated to the cooperating agencies and dispatch organizations within the Southwest Area.

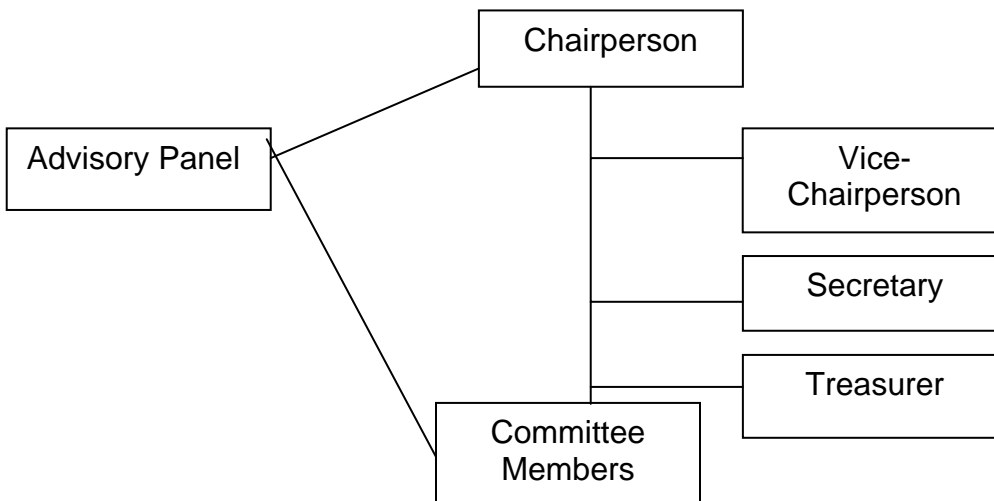
### Working Groups

None

## II. STRUCTURE

### Organization

The Steering Committee organizational chart is as follows:



## **Responsibilities and Duties**

### **Steering Committee Members**

- Attend all Committee meetings and functions
- Participate in Committee functions, sub-committees, and working groups, as necessary
- Serve as Point-of-Contact and liaison for the members' respective agency
- Work with the Committee to develop operational strategies and objectives
- Coordinate dissemination of information regarding the activities and operations of the Committee, sub-committees, and Working Groups with respective agency
- Coordinate dissemination of pertinent dispatch information to Dispatch Centers and other interested parties
- Notify Chairperson if unable to attend a meeting or function

### **Chairperson**

- Ensure Committee meetings are conducted in a proper and timely manner
- Approve, authorize, and coordinate Committee activities
- Establish Sub-Committees and/or Working Groups, as necessary
- Approve and ensure the dissemination of Committee reports and information to the dispatch/coordination community
- Respond to requests from Committee members for interagency contacts
- Coordinate Committee representation at selected meetings
- Attend or designate a representative to attend the SWFMB annual meeting(s), and provides a report(s) to the Board on Committee activities
- Attend or designate a representative to attend the National Dispatch Steering Committee meeting(s)
- Oversee nomination and selection process for Southwest Area AI Bell Award

### **Vice-Chairperson**

- Conducts Committee business in the absence of the Committee Chairperson

### **Secretary**

- Take minutes during Committee meetings
- Maintain record of Committee business

### **Treasurer**

- Maintain budget for Dispatch Workshop
- Handle funds for Dispatch Workshop Banquet and Auction

### **Sub-Committee**

An on-going task group assigned by the Committee Chairperson.

- Develop goals and objectives for the specific sub-committee
- Organize and plan activities as necessary
- Implement the actions required of the sub-committee

- Provide feedback to the Committee Chairperson and the Committee on the activities of the sub-committee

**Working Group**

A temporary task group assigned by the Committee Chairperson.

- Research special issues and concerns.
- Issues progress reports and appraises Chair on activities.
- Provides a comprehensive report for presentation to the Committee.
- Responds to special requests from the Committee.
- Working Group will only be activated when special need is required and will consist of subject matter specialist for the duration of the task.

The Charter will be reviewed every three (3) years with the option to amend as needed.

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Chairperson,  
Southwest Coordinating Group

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Date